

Rebecca Fleak

43 Great Lakes Drive
Saint Peters, MO 63376

fleakrl@gmail.com
(636) 253-2214

Objective

To obtain a challenging position with opportunities for continuous learning that will make use of my analytical skills.

Skills

- | | |
|--------------------------------------|--------------------------------|
| • Java | • Thymeleaf Templates |
| • Spring (Boot, Data, Security, MVC) | • Agile development techniques |
| • REST Services | • BlackLine |
| • PostgreSQL | • SAP |
| • Python | • JD Enterprises |

Work History

Senior Accountant, Charter Communications

2015 – present

- Analyzed the impact of franchise fee changes on customers
- Month End Closing Activities – (account reconciliations, posting balance sheet entries for Treasury, correcting batches with errors from so they can be posted)
- Worked on integrating Time Warner Cable's cable franchises into Charter's systems (vendor mapping, franchise setups, corrections, etc.)
- Improved excel spreadsheets our department uses for easier reconciliation and fewer input errors
- Worked with IT to get a manual checklist routing and approval process converted to an electronic one on SharePoint and as an end user tester for bug reporting and bug fixes
- Validated payments and supporting documentation before mailing, working with AP for corrections as needed for franchise fee payments.
- Trained new employees & created documentation for recurring tasks

Accountant, Olin Corporation, Winchester Division

2009 – 2015

- Entered monthly journal entries into the general ledger for bank activity, employee store activity, royalties, intercompany transactions, accruals, and monthly closing entries.
- Prepared the administrative department budgets and monthly estimates by working with department managers, checked them for reasonableness, and uploaded them into SAP.
- Calculated and researched variances to estimates and budgets.
- Prepared licensing royalty estimates monthly and assisted with the annual licensing budget preparation. Performed an annual audit of a licensee. Completed paperwork and followed up on late payments.
- Completed monthly general ledger account analysis and bank reconciliations
- Helped complete year-end and tax templates requested by the corporate office for annual reporting.
- Identified outstanding freight obligations after bankruptcy of the responsible third party.
- Canada - Updated the Canadian exchange rates in SAP weekly, reconciled our Canadian bank account, updated a monthly estimate for Canadian FX based on shipments and receipts expected.
- Australia - Started uploading Australia's trial balance into SAP & verified the uploaded accuracy, received the Australian estimate, and sent the monthly actual financial reports to Australia.
- Received promotion to Accountant II level in September 2013.

Education

Launch Code – St. Louis, MO

2017

- Liftoff
- LC101

Bachelor of Science in Accountancy

December 2008

Southern Illinois University Edwardsville (SIUE)